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DTR-4108

31 OCT 1969

**MEMORANDUM FOR:** Chief, Intelligence School  
Chief, Operations School  
Chief, Support School  
Chief, Instructional Support Staff

**SUBJECT :** Component Training Study, FY 1970

**REFERENCES :** a. DTR Memo dtd 28 Apr 69, same subj  
b. HR ☐  
c. HR ☐

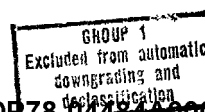
25X1A

1. It is the continuing responsibility of the Director of Training to monitor and evaluate all subject training including the approval of new or significantly revised courses. Suitability of objectives, substance of courses given, training methods employed and the overall effectiveness and merit of this training are primary considerations.

2. Last year you or your designee, were requested to contact representatives of the Directorate(s) assigned to you in order to accomplish the requirements outlined in reference a. We will continue for FY 70 the same basic program used last year but with some refinements in procedures and reporting.

3. Attached for your information is a copy of a memorandum sent to each Deputy Director asking his cooperation in this joint effort and one to the Senior Training Officer of each component explaining the program in more detail and forwarding a supply of report forms.

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4. It is requested that you, or your designee, consult as soon as possible with the training officer(s), and other as required, of the Directorate(s) for which you will be responsible, viz., the Chief of the Intelligence School for Intelligence, Chief of the Operations School for the Clandestine Service and the Chief of the Support School for Science and Technology and Support. You should review with them the program and assure that they are familiar with the use of the new forms and procedures.

5. It is realized that you cannot audit courses completed since 1 July 1969 to date. You should evaluate this training as to course purpose, instructional effectiveness, content, and results based on discussions with students, instructors, or other component officers. A report form, including your evaluations, should be completed for each of these courses.

6. Training scheduled from this date until 30 June 1970 should be actually audited whenever possible. Of course, your professional judgment and discretion as to the necessity for auditing individual courses will be governing.

7. Your evaluation or recommendation, as appropriate, on each course completed or proposed will be entered in Section 12 of the training report form. In the case of new or revised courses your recommendations to the Director of Training will be noted here for his consideration and action. The Director of Training's decision when made should be transmitted to the component as soon as possible.

25X1A 8. The OTR Special Projects Officer, Mr. [ ] 25X1A [ ] will serve as the coordinator for this program and questions should be referred to him. Two copies of all training forms, including Section 12 filled out by you, received from the components should be sent to him with the original retained for your files. He will consult with you on a regular basis to assure that the program is being fully implemented.

[ ] 25X1A  
for HUGH T. CUNNINGHAM  
Director of Training

Atts

Distribution:

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